

Administrative Assistant Task List Details

12/20/2019 Meeting of the Deer Control Committee

--- Email from Mary Hopkins, Administrative Assistant to Jonathan Dekock, Chair, dated Dec. 4, 2019 ---

Jonathan,

Per your request, below are the estimated time requirements for processing applications as well as estimated additional FY20 admin support requirements. There will always be variables, particularly relative to the number of applications that require follow up and how quickly requirements are satisfied. That being said, time requirements will continue to decrease each year as the program becomes more established, decreased time required to respond to public inquiries/opposition and streamlining the application process.

FY20 Application Process - Notes:

This year, the Hunter Education Certificate requirement was not clear until after the application process was largely completed, requiring additional follow up (5 HECs are still pending despite follow up requests). Also, there was some confusion regarding the CORI process, as we discussed. In September it became apparent that we needed to obtain Crossbow Endorsements from those hunters using crossbows vs compound bows, adding to existing time requirements (1 CE is still pending).

Suggestions for potential time saving measures for FY21 season:

- CORI Process: DCC establish a policy/process under which the police chief (or other CPD representative) review CORIs that come back with results
- CROSSBOW Endorsement: Add requirement to application form for those hunters who will be using crossbows vs compound bows
- Hunter Education Certificate: Add requirement to application form
- Application Form: Revise to include "checklist" vs listing requirements in paragraph form, with the goal of receiving complete applications vs multiple follow up requests for missing documents:

Application Form

Infringement Form

Hold Harmless Form

CORI Request Form (attach to application form vs sending out with separate email)

Massachusetts Hunting License INCLUDING Archery Stamp

Bowhunter Education Certificate

Hunter Education Certificate

Crossbow – if yes, please provide documentation of endorsement/Mass Fish and Wildlife

\$30 Fee payable to the Town of Carlisle

- Consider pros and cons of mailing permit materials to hunters vs requiring pick up at Town Hall
- Web posting requests: Send requests directly to Town Clerk for posting; copy DCC admin asst for document archiving purposes (regulations/application, agendas, meeting materials, public input, minutes)

Time Requirement Estimates per Hunter/Applicant:

(Receive app, review for completeness, follow up re deficiencies, CORI Requests to T Goddard/Back to Admin Asst, Update DBase, Deposit, Produce and Issue Permit Materials, Coordinate pickup

- New Hunters: 30-45 minutes +/-
- Returning Hunters: 45 - ?

Support hours remaining FY20 12/1/19 – 6/30/19: 3-7 hours (7 meetings-printing/copying, document archiving) web site enhancements per communications with you and Dan, AA support report/summary email 12/4)

Support hours 7/1/19 – 11/30/19: 52 hours

Please let me know if you have any questions or require any additional information/clarification.

Mary

--- Email from Mary Hopkins, Administrative Assistant to Jonathan DeKock, Chair, dated Dec. 11, 2019 ---

Jonathan,

I completely understand the DCC's need to determine how the admin support time was spent above and beyond hunter application requirements with the goal of minimizing future admin support requirements to the greatest extent possible in order to reduce the "cost" of the hunt to the town.

That being said, I assure you the hours I reported are low ball- estimates, since I was not always able to stop/ track/log time while trying to keep up with ConsCom work requirements. I did the best I could.

As shown on the DCC Admin Support Summary I submitted to you on Nov 18 (and also attached to this email with "non-hunter" tasks highlighted), additional time requirements outside of the hunter application process included, but were not limited to:

- responding to public opposition/inquiries during the months of July through early September, when they largely dropped off
- there were access/display issues with the DCC email alias that took some time to resolve
- web updates/improvements/corrections

- financial tracking

- time log: audit of email, other docs, phone log

- Hunter application issues: HEC and Crossbow requirements not known until after application period began; required audit/additional follow up requests (several still pending); one of the hunters required an excessive amount of time following up trying to get compliance with requirements;

As we discussed, I anticipate admin support time requirements will continue to decrease as the program becomes better established.

Please give me a call or email if you need more information.

Best,

Mary